

COMMUNITY HEALING CENTER

JOB DESCRIPTION

Job Title: Prevention Assistant (Part Time – 15 to 20 hours weekly)
Supervised by: Prevention Specialist

Qualifications: Bachelor degree preferred with experience in community outreach, public speaking and substance abuse education. Cultural competence and program development a plus.

Primary Objective: To assist Prevention Specialist in providing substance abuse prevention services including education, trainings and activities that will increase the perception and understanding of ATOD (alcohol, tobacco, and other drugs) use to individuals, youth groups, agencies, churches, communities and families in the Greater Kalamazoo Region.

General Statement of Duties:

The Prevention Assistant works closely with the Prevention Specialist on a part-time basis throughout the duration of funding. He/she will assist with activities, community outreach, group facilitation, office and other duties as assigned.

Tasks / Responsibilities:

1. Participate in training provided by Prevention Specialist.
2. Report to work 15-20 hours a week or as scheduled with Prevention Specialist.
3. Assist with program planning and coordination.
4. Assist with consultation regarding ATOD's to community agencies and groups or individuals and their families.
5. Assist with program services and implementation in conjunction with Prevention Specialist as it relates to projects and activities.
6. Co-facilitate two (2) Family and Friends group sessions in preparation of facilitating in the unavailability of Prevention Specialist.
7. Co-facilitate at least one (1) group session at all prevention sites.
8. Familiarize with area resources and increase knowledge on prevention, treatment and mental health services in the Kalamazoo Region.
9. Disseminate literature in the areas of addictive chemicals and its affects on the individual and their families.
10. Maintain a nurturing working relationship with all agency programs, co-workers and community partners.
11. Be reliable, dependable and work well independently.

Post: 1/10/13

Remove: 1/24/13

12. Keep accurate records as it relates to direct contacts and mileage as needed for reporting records.
13. Represent the Community Healing Center in a professional, positive manner at all times.
14. Adhere to confidentiality and personnel policies.
15. Must obtain CPS certification within 2 years as required by regional CA.

Experience with program development and implementation, coordination of services, knowledge of community resources and public relations skills. Some education experience in teaching or group facilitation.

Interpersonal Skills: Demonstrate knowledge and skills in developmental needs/process with youth and adults. Have the ability to establish and maintain an effective working relationship with individuals, families, and community representatives. Diversity skills are essential.